

Employee

Trans and Non-Binary conversation cards



Overarching message:

We are here to support you and we respect that this is a personal, unique journey.

Our commitment:

We commit to being an inclusive organisation where everyone at TfL feels included, valued, and respected, and can authentically be themselves at work. Everyone has a role to play in creating and maintaining an inclusive environment for our trans and non-binary employees. This means:

- We will always treat those who are trans or non-binary with dignity and respect
- We will not tolerate transphobia, bullying or harassment of trans or non-binary colleagues
- We will challenge any banter or behaviour that excludes or marginalises our trans or non-binary colleagues
- We will use the name and pronouns that our trans or non-binary colleagues ask us to use
- Where a colleague does not wish to disclose information about transitioning, we will keep this information confidential

Potential topics for discussion with your line manager:

- Your pronouns, titles, and changes to your name (if applicable), and how you would like to be addressed
- How you would like to be supported whilst on your journey
- Creating an action plan with your line manager to ensure a smooth process, and to agree an approximate date for when you plan to publicly commence living in your affirmed gender or gender identity
- Consider any workplace adjustments or time off you may need to attend appointments for example legal or medical, and support needed from Occupational health, if applicable
- Other things you may wish to discuss such as welfare facilities, how to source [uniform options](#) suitable for your needs, [changing employee records](#), email addresses and your OneLondon account using form [F5822 A3](#)
- Any other concerns, including how, when, and if you would like communication with colleagues managed





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Do I need any form of identification or other documents to change my personal details?

For British and Irish passport holders no further identification is required. For other passport holders who require ongoing right to work checks please contact [redacted] helpdesk for further advice.

To enact a change you must first contact your bank to change the name of your account you are paid into and HMRC to ensure your tax record is amended. This is essential to avoid implication on your tax, national insurance, benefits, and payroll. You will need to confirm that these changes have been made. HMRC have a dedicated department to support you and can be contacted by email: nico.specialsectiond@hmrc.gov.uk Or by calling: 0300 055 3932

To change your title and name on SAP you need to complete and submit form [F5822 A3](#) to

[redacted] [@tfl.gov.uk](mailto:[redacted]@tfl.gov.uk)

If you, or your line manager, need advice call [redacted] helpdesk.

New staff travel cards and building passes will be ordered, and pensions team notified of the change in communication details.

You can order more than one travel photo card or building pass to reflect your gender identity or gender presentation if this is appropriate to your needs.

What personal titles can I use on SAP?

The following titles are now available within SAP Mx, Ind, M, Misc, Mre, Msr, Myr, Pr, Sai, Ser. On name badges, emails and other communications you can use titles and pronouns that you identify with. Consider adding a [voice signature](#) if you wish.

What about pensions?

HR services will notify pensions department of your change of details. Currently to comply with tax and other legislation your communication details will be updated but not your pension record. Age UK provide a useful document [Trans issues and later life \(ageuk.org.uk\)](#) that raises some important information you may wish to consider. We recommend contacting pensions department to discuss your needs.



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Can gender (sex) at birth be changed on SAP?

This can only be changed if a new birth certificate is issued by a Gender Recognition Panel. The gender field in SAP is confidential information and is only accessible for the purposes of administering employee records, payroll services, pensions, tax, National Insurance and employee led requests. It is not visible to line managers. We commit to ensuring the confidentiality of this information.

When can I update my OneLondon account and email?

HR will confirm via email once your records have been updated. You, or your line manager, can then raise a service request on the [IM Self Service Portal](#) to change OneLondon account and email. Think about whether you need to retain access to previous emails and network files and include your requirements in the request.

Can I order uniform to suit my needs?

Yes. Items of uniform can be ordered that suit your requirements. Discussions are underway with our suppliers to refresh catalogues and order forms to remove binary gender from their processes.

What is hate crime and how can I report it?

Transphobia is a hate crime.

A hate crime is when someone commits a crime against you because

of your disability, gender identity, race, sexual orientation, religion or any other perceived difference.

Follow this link to read more on [Hate Crime](#).

Incidents should always be reported to the police. You can get further support from [Hate Crime Contacts](#).



What is OUTbound LGBT+ Staff Network Group and how can I get involved?

[OUTbound LGBT+ SNG](#) are committed to championing a safe and inclusive work environment so LGBT+ colleagues can be authentic, celebrate who they are and have equality of opportunity.

They provide LGBT+ staff and allies with opportunities to connect with one another to support them and to help them develop.

Email ████████@tfl.gov.uk to join



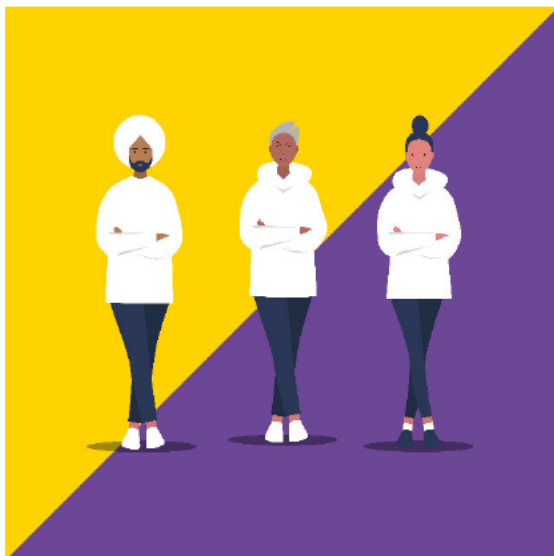
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Internal Support

- [Redacted] Helpdesk for advice and guidance
- [OUTbound LGBT+ Staff Network Group](#)
- Your line manager
- The [TfL Employee Assistance Programme \(EAP\)](#) - [Redacted] (Use code [Redacted])
- [Occupational Health](#)
- [Diversity & Inclusion](#)
- Colleagues



External Support

- [Support groups](#) outside of work
- [HMRC Special section D](#), 0300 055 3932
- [GIRES - Gender Identity Research & Education Society – Improving the Lives of Trans People](#) (gires.org.uk)
- [The Beaumont Society | Help and support for the transgendered community](#)
- [Gendered Intelligence](#)
- [Mermaids](#) (mermaidsuk.org.uk)
- [Mindline Trans+ – Trans+ emotional support helpline](#)
- [Stonewall](#)
- [THT Direct helpline | Terrence Higgins Trust](#)

